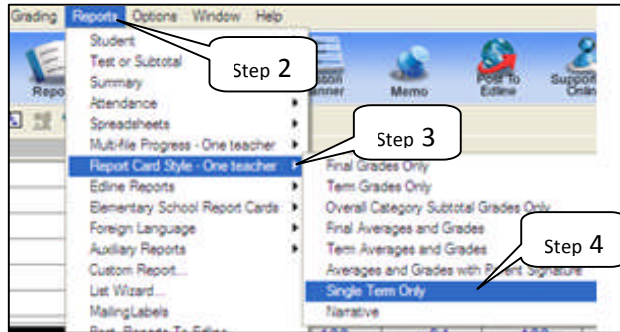


12-STEPS TO PRINT AN ELEMENTARY INTERIM REPORT WITH AVERAGES FOR THE CURRENT NINE-WEEK PERIOD ONLY



STEP 1: Open a **Gradebook** in **GradeQuick Web**

STEP 2: Select **Reports** on the Toolbar

STEP 3: Select **Report Card Style – One teacher**

STEP 4: Select **Single Term Only**

STEP 5: An information window will open if you have not previously disabled it. Click **OK** or, after reading the message you may want to check the box “Do not show this message again”.

STEP 6: Click on **Students** on the Toolbar

STEP 7: Click **Attendance**

STEP 8: If you are NOT keeping attendance in the Gradebook, MAKE CERTAIN THE ATTENDANCE BOXES ARE NOT CHECK MARKED then Click **OK**

STEP 9: Select **Print**

STEP 10: Select **Print Report**

STEP 11: Select the Gradebooks (Files) to include in the report then Click **OK**

STEP 12: You may click on one or more student’s names to select individual students or you may use the Quick Button to Select All then Click **OK** to Print

